

Meeting Minutes
Iowa State Interoperable Communications System Board
April 12, 2018
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

John R. Benson
HSEMD

Andy Buffington
Communications Center

Linda Frederiksen
EMS

Kelly Groskurth
Member At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Deb Krebill
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

David Ness
Municipal Police Department

Denise Pavlik
Communications Center

Marty Smith
Iowa DPH

Jeff Sundholm
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolfradt
Office of the CIO

Larry Smith
Emergency Management

Carole Lund-Smith
ILEA

Legislative Members
Senator Jim Lykam
Senator Randy Fenestra
Representative Bob Kressig
Representative Steven Holt

Meeting called to order by Chair Tom Lampe at 10:30 a.m.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Voting Members in Attendance: Jeff Swearngin, Patrick Updike, Jeff Sundholm, Marty Smith, Thomas Lampe, John Benson, Andy Buffington, Ellen Hagen, Jason Leonard, Dave Ness, Rob Rotter, Larry Smith

Members via conference line: Bob von Wolfradt, Linda Frederiksen, Kelly Groskurth

Non-Voting in Attendance: SWIC Chris Maiers, Outreach Specialist Shawn Wagner, Ethan Vanous

Absent: Deb Krebill, Mike Kasper, Carole Lund-Smith

Guests: Robert Bokinsky, Pella PD; Amanda Roush, Story County 911; Martha Dykstra, Marion CO SO; James Lundsted, DHS OEC; Sally Hall, IA CO 911 / 911 Council; Mike Bryant, IA Prof. FF's; Nathan Rippey, ISP; Rhonda McKibben, DPS Communication; Jim Wittenwyler, DPS; Rob Dehnert, WDM; Tammy Rodriguez, ICN; Tom Reis, RACES; Doug McCasland, Warren Co 911; Crystal McIntyre, Warren County BOS; Deb Vitko, DNR

Approval of Agenda – Andy Buffington made a motion to approve the agenda. Jeff Sundholm seconded. All in favor. Motion passes.

Approval of Minutes – Larry Smith made a motion to approve meeting minutes from the February 8, 2018 meeting. Marty Smith seconded the motion. All in favor. Motion passes.

SWIC Report – SWIC Chris Maiers reported on the following items:

SWIC Maiers is heading to the SAFECOM National Council of SWIC's meeting in Portland, Oregon in May to discuss interoperability. Regarding Land Mobile Radio (LMR), there will be executive special summit sessions concerning P25 technologies and user needs. New technologies and social media will also be topics of discussion. SWIC Maiers plans on mentioning Iowa's interstate interoperability challenges that were uncovered at the Regional Interoperability Committee (RIC) meetings and the solutions to overcome some of those challenges. SWIC Maiers will also bring up hurdles concerning encryption on geographically expansive networks and the need for a robust compliance assessment program with the addition of more testing capabilities.

SWIC Maiers is currently working on outreach to counties and local stakeholders regarding interoperability needs along with FirstNet. SWIC Maiers presented at a CMED meeting recently. His presentation included on what CMED could look like if it were adapted to the Iowa Statewide Interoperable Communications System (ISICS) platform. The presentation was not trying to tell CMED to join the system, but rather look at the possibilities if they did.

The Encryption Sub Committee met on Tuesday April 10. A couple standards were reviewed and recommended to move on to the Technology Committee or Standards Working Group for review. The committee started tackling issues of key update cycles and the management of those keys. The committee started uncovering some of the problems regarding logistics, technology and other challenges and defining various aspects of them. The timeline for fully vetting encryption is still around 12 – 24 months.

SWIC Maiers was able to assist the Technology Committee regarding subscriber testing.

Most RICs have had their third meeting on interstate interoperability and transport interoperability. Once all meetings are concluded, all notes will be compiled into standards and ultimately sent on to the Standards Working Group for review.

The next COMEX is slated for April 23-24. This will be a large exercise reenacting the derecho that caused damage across Iowa in June of 1998.

SWIC Maiers mentioned that the Department of Homeland Security's Office of Emergency Communications (DHS OEC) has released a white paper on managing social media information and misinformation during an event. That document is available online.

911 Council Report – Blake DeRouchey reported that House File 2254 was signed by Governor Kim Reynolds two weeks ago. This file allows the 911 implementation of the virtual consolidation plan. \$21,000 remains in the training public education fund which needs to be used by the end of June 2018. Six GIS Grants were approved at the 911 Board Meeting for a total of \$87,250.

User Group Committee – Chair Andy Buffington reported that work on getting the Regional Interoperability Committees (RIC) more engaged is ongoing. There is new leadership in some of the regions with some of the RICs functioning pretty well. Chair Buffington encourages anyone with an interest in joining their local RIC to do so and attend the monthly RIC teleconference. Four ISICS applications have been reviewed and will be recommended for approval in New Business. Monona County and Union County were new applications with Adair/Guthrie and Marion County Sheriff's Office having amended their applications. The User Group Committee (UGC) is working on changing the Matrix of Users (MOU) with easy to understand and solid definitions of what user 1, 2, 3 and 4 mean and to help expedite the process.

SWIC Maiers mentioned that having the applicant on the UGC monthly call during that applicants review process helped quite a bit. Chair Buffington believes that this was a great idea to help the UGC with any questions they may have in the moment. Chair Buffington would like to do this more in the future in getting the applicant being reviewed on the monthly call in case questions should arise.

Vice Chair Jason Leonard asked UGC Chair Buffington if any user that has been approved wanted to be a different level of user later on and if that process is seamless. Chair Buffington said that this has happened and that the user would have to reapply with the additions in resources or talkgroups wanted. SWIC Maiers mentioned that he is currently working on the updated application process to make this reapplying/amending of an approved user seamless as possible.

Finance Report – Chair Kelly Groskurth reported that ISICSB has spent \$83,633.30 so far in fiscal year 2018 out of the annual appropriations fund. Currently, there is \$196,799.47 available in the annual appropriations fund. March expenditures from the SLIGP grant were \$8,053.32 and there is \$189,551.87 left in the SLIGP grant.

Governance Committee – Chair John Benson reported that the Governance Committee was given six ISICS standards for review with five of those standards approved by Governance and being brought to ISICSB to be adopted in New Business. One standard that was about computer aided dispatch (CAD) and air traffic information access (ATIA) was tabled during the Governance Meeting until the committee could get more information on this standard.

Operations Committee – Chair Deb Krebill was not able to attend the Board Meeting.

Outreach Committee – Chair Ellen Hagen mentioned that the Outreach Committee continues to pass along information received to stakeholders.

FirstNet Outreach Specialist Report – FirstNet Outreach Specialist Shawn Wagner reported that that he has been focusing on the new SLIGP 2.0 grant trying to get clarification on what it is the outreach team can and cannot do. The outreach team has also been focusing on website updates with all ISICS users being entered into the map section soon. Shawn reminded everyone that there are things going on and infrastructure in the works when it comes to FirstNet. Shawn mentioned that Chair Lampe, SWIC Maiers and him have been involved with a AT&T/FirstNet site in New Albin, Iowa. Shawn advised that AT&T and FirstNet are not sitting around; they are currently getting out there around Iowa scouting new tower sites along with getting ready to implement FirstNet within Iowa.

The April ISICSB newsletter will be going out shortly after the Board Meeting as usual with a blurb regarding IT consulting for counties provided by local IT professionals. The IT consulting was presented at the last RIC 2 meeting.

Training/Exercise Committee – Chair Denise Pavlik reported that the committee met via conference call at the end of March. The committee discussed an upcoming COML train the trainer class, which will be a regional class, being held June 5-7 in Cedar Rapids, Iowa. If all of the seats do not get filled, then Iowa will have the opportunity to fill those seats with Iowans interested in the class. The committee also discussed on how they will roll out the regional training on ISICS. The Training Committee is working with Motorola to see the best opportunities to provide trainings for ISICS.

Technology Committee – Chair Patrick Updike reported that the Technology Committee met on March 22 and April 3. The committee is still dealing with the 800 MHz SLA channels. The committee is also still working on populating the programming guide with the assistance of SWIC Maiers. Chair Updike gathered information on testing subscriber units and disseminated that information for the committee members in order for them to discuss at the April 3 meeting. The information is broad and will probably take some time to sort out. Since Chair Updike was unable to make the April 3 meeting, SWIC Maiers gave a brief update on what was discussed. SWIC Maiers mentioned that the testing subscriber unit document was discussed in depth during the meeting. The committee also discussed what other networks do when they bring on subscribers to their platforms. There are some networks that place the responsibility on the local agencies to get that subscriber unit to test before bringing it online. Some agencies will do the testing ahead of time and then publish an advanced list. There are also some that do not have a formal process to test.

The unique thing that the committee found about this is that the need to keep this process simple is ideal. The committee is discussing features that are must-haves in order to keep this process as simple as possible. There is also discussion on discipline-specific features that may also need to be considered.

Other Reports – Chair Lampe mentioned that it is National Telecommunicators Week and Chair Lampe wanted to ensure that all Telecommunicators in Iowa are recognized for the jobs that they do each day all day. Chair Lampe thanked all those Telecommunicators for the work they do and everyone really appreciates your service. A video was played that gives everyone a glimpse into the life of a 911 dispatcher:

<https://www.youtube.com/watch?v=HKBeLr0PLlw>

Chair Lampe let everyone know that SLIGP 1 grant is currently done and SLIGP 2 is in effect as of March 1, 2018. This grant is a little different with not as much money given and only certain things can be done unlike SLIGP 1, where it was pretty wide open to do any type of outreach. Active work is ongoing to seek clarification as needed from SLIGP 2.

Chair Lampe would like the members of ISICSB to attend the Board Meetings in person if possible. The attendance is reported each month. If a member misses more than three Board Meetings in a row, then Chair Lampe has to report that.

With regards to ISICS coverage testing, Chair Lampe mentioned that ISICSB would like the help of the RICs in doing this testing. Marked law enforcement vehicles are preferred. Contact SWIC Maiers if you are interested in helping out with coverage testing.

Jeff Sundholm announced that the April ISICSB Board Meeting would be his last. Jeff has accepted a new position in western Iowa with his last day at the Iowa Department of Transportation being April 24. Jeff mentioned that it was a pleasure to serve with everyone on the ISICSB and that he learned a lot.

Larry Smith asked Chair Lampe about the grant application to get control stations for PSAPs and if that application had been approved. Chair Lampe advised that ISICSB did not get approved to receive that grant.

Melvin Mercado of Motorola Solutions gave the update for the ISICS project status. Melvin reported that all sites are currently accounted for and out of regulatory processes. For region 1 there are 23 total sites. Three sites are not started, three sites are active build, three sites have had the civil completed and 14 have had the civil/FNE completed. Fourteen sites in region 1 have power to them.

Region 2 has eleven total sites. Two have not been started, two have had the civil completed and seven have had civil/FNE completed. Seven sites in region 2 have power to them.

Region 3 has 14 total sites. One site has not started, two sites are active build, one site has civil completed and 10 sites have had civil/FNE completed. Ten sites in region 3 have power to them.

Region 4 has a total of 14 sites. Two sites are active build with 12 sites having completed civil/FNE. Twelve sites in region 4 have power to them.

Region 5 has a total of 12 sites, three sites have not started, two sites are in active build and seven sites have civil/FNE completed. Seven sites in region 5 have power to them.

Region 6 has a total of 16 sites, one site has not been started, three sites are actively being built and 12 sites have civil/FNE completed. Twelve sites in region 6 have power to them.

Overall, there are 90 sites, ten sites have not been started, 12 sites are actively being built, six sites have civil completed with 62 sites having civil/FNE completed. Of the ten sites not started, five sites are lease sites, three are Iowa Public Television (IPTV) sites and the two other sites have had the towers just ordered. The regulatory process for all sites have been completed.

The next steps in this process is coverage testing. This will be a significant effort to accomplish with an estimated timeline of approximately 8 weeks. This testing will be an automated Bit Error Rate Testing which exceeds the quality needed for audio to be intelligible. There are over 100,000 three quarter mile test tiles which will require approximately 10 to 12 teams. Each team will have a driver, preferably utilize a law enforcement vehicle, state representative and a Motorola representative. In order to accommodate this testing; Motorola is looking at segmenting each region in half for a total of 12 "regions". At the end of the testing, Motorola will produce a report that says what they measured and how they measured it with long tables at the end showing the actual results of each test tile. Melvin mentioned that they prefer to do this type of testing in the early part of summer to make sure there is foliage.

Click the link here to get a more in-depth look at Melvin Mercado's presentation that illustrates the site names and mobile coverage:

<https://www.youtube.com/watch?v=Ek99w3RJSMw>

Jim Lundsted of the Department of Homeland (DHS) Security Office of Emergency Communication (OEC) gave a brief report. Jim emphasized something DHS and the FBI have been messaging in the last couple of weeks. They have been noticing an increased threat of ransomware attacks. Being vigilant against phishing and spear phishing attacks is very important. Jim also briefed the Board on the evolving of the communications unit (COMU) as it exists within NIMS today. The current state of the COMU is seeing a growth in demand for technology has exceeded the capability of the current COMU to support. The use of IT services to support incident response is inconsistent. Incident communications support capabilities are frequently excluded from Planning Section meetings, command/general staff meetings, etc. DHS is looking at changing NIMS to create what's called the communications section headed by a communications section chief. The idea is to acknowledge and create a position for an IT service leader. This is all driven by a deep dive into what the types of information DHS has to put together to build a tactical local area network to support an incident. DHS has socialized this with key stakeholders including FEMA, FIREScope, USCG, FirstNet among others. There seems to be broad consensus that this may be the best way to move forward. Iowa has been very successful in getting COML's, COMT's and others credentialed and recognized. DHS has developed position task books. This project is moving along at a fairly rapid pace with the ITSL Alpha Course taking place in Arlington, Virginia from June 4-8 of this year. The ITSL Beta Course is scheduled to take place June 25-29 of this year in Houston, Texas. You can review Jim's slides [here](#), for more details on the evolving of the COMU.

Ethan Vanous with the ISICS Standards Working Group reported that the working group held its third ISICS Standards Workshop on March 27 at the Iowa Department of Public Safety Headquarters. Seven standards were discussed with six standards being finalized and sent to the Governance Committee. One standard was tabled until the next workshop. It was decided to start having Standards Workshops every three weeks due to the amount of standards that still need to be drafted, reviewed, edited and adopted. The next ISICS Standards Workshop will be on Tuesday April 17 in Dallas County.

Old Business –

None.

New Business –

UGC Chair Buffington reported that the UGC has reviewed two new applications from Monona County and Union County along with the amended applications from Adair/Guthrie EMA and Marion County Sheriff's Department. Chair Buffington makes a motion to approve the new applications for Monona County dispatch (level 1 user) and Union County LEC (level 1 user) along with the amended applications of Adair/Guthrie EMA (level 2 user) and Marion County Sheriff's Department (level 2 user). Denise Pavlik seconds the motion. All in favor. Motion passes.

Technology Chair Updike mentioned that the 16 air to ground channels are laid out by region with simplex channels and repeater channels. These channels have to be licensed with the FCC. The committee has designated one channels as a statewide air to ground channel and

another as a statewide landing zone channel. Chair Updike makes a motion that the ISICSB license these 16 air to ground channels in the 700 MHz bandwidth not to exceed \$600. Kelly Groskurth seconds the motion. All in favor. Motion Passes.

Larry Smith asked Chair Updike who is going to handle the planning of these channels. Chair Updike mentioned that the planning for these channels is still ongoing, and most of it laid out in the NIFOG handbook. The overall intent of these channels is to enhance what is already out there, and it is a local decision on how and when to use these channels.

Governance Chair Benson mentioned again that the Governance Committee was presented with six standards but have brought five to the ISICSB for adoption. Chair Benson thanked Ethan Vanous for participating in the Governance calls and live capturing the edits to make this process more efficient. For some of these standards the edits are simple grammar related edits and others being more of a clarification type of edit. Chair Benson makes a motion that the ISICSB adopt the Emergency Button, Scanning, Plain Language, Radio Site Access Permission and Requesting Access & Participation Plan Revision ISICS Standards. Andy Buffington seconds the motion. All in favor. Motion passes.

Public Comments – None

Motion to Adjourn: Jason Leonard sole move motion to adjourn. Meeting adjourned at 11:56 a.m.

YouTube link for November ISICSB Board Meeting:
<https://www.youtube.com/watch?v=G12ZnBTjmeI>